

*San Gabriel Valley YMCA*



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***Parent Manual:  
YMCA School Age  
Child Care  
And  
Teen Programs  
2009-2010***

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# YMCA Philosophy

## Program Objectives

The YMCA Before and After School Child Care Program provides safe, affordable, quality child care for youngsters during the hours when there may be no adult supervision in the home. Children will have the opportunity to engage in activities that will benefit them emotionally, physically and socially. The program will include crafts, physical fitness, field trips, snacks, character development and homework time. The program is conducted and planned by staff trained to meet the needs of children and to provide positive adult role models. There is enough flexibility to accommodate children from different age groups and, at the same time, fulfill the special needs of individuals. The YMCA Child Care Program is designed to supplement and support the child's experiences at home. It is not baby-sitting, but a quality care program designed with the working family in mind.

## Program Goals

The YMCA Child Care Program works to meet the following goals:

- ◆ To provide a safe and nurturing environment that teaches and builds positive character development.
- ◆ To support and strengthen the family unit.
- ◆ To support and encourage academic growth.
- ◆ To create meaningful opportunities for family and community involvement.
- ◆ To improve the health and fitness of school-age children and their families.
- ◆ To foster creativity, independent decision-making and personal growth.

## Mission Statement

The San Gabriel Valley YMCA Puts Christian Principles into practice through programs that build healthy spirit, mind, and body for all.

## Program Values

The YMCA follows the Character Counts curriculum. It will be implemented in our Child Care Program. The values we strive to teach are:

*Respect*      *Responsibility*

*Honesty*      *Caring*



*We build strong kids, strong families,  
Strong communities.*

# Child Care Policies and Procedures

## Financial Policy Agreement

### Program Membership

To enroll in YMCA Child Care you must be a Y member. You may sign up for membership at the time of registration.

### Registration Fee / Deposits

Your program membership is your registration fee.

### Notification of Drop or Absence

All participants are required to notify the YMCA of any absence or drop from the program 14 days in advance of the absence or drop. Participants are still responsible for the dues, if advanced notification is not received.

### Delinquent Payments

Payments are due every two weeks on Mondays. Please refer to the payment schedule on page 5. If the date falls on a holiday, payment is due the following day. A **late payment penalty of \$10** will be assessed for **each** day payment is not received. **Childcare services will be suspended if payment or payment arrangements are not made within 2 days of the due date.**

*Families experiencing financial hardship may be eligible for aid. Arrangements for handling these situations must be made **prior** to the payment due date.*

### Bad Checks, Drafts and Account Delinquency

A **\$35 fee** will be assessed for rejected checks or credit card drafts. These charges will be in addition to any late payment penalties. Members are expected to pay immediately the amounts due resulting from these rejected items plus the assessment. These payments may only be made with a cashiers check, money order, credit card or cash. After 2 returned checks or drafts, payment can only be made by cashiers check, money order, credit card or cash. Accounts in delinquency will be referred to the L.A. County Fraud Department.

### Refunds

This authorization is to remain in force from date of signing unless revoked in writing. I understand that NO REFUNDS will be made for days missed and early withdraw. I understand that DEPOSITS / ADVANCED PAYMENTS ARE NONREFUNDABLE in the event of early withdraw from the program. I also understand that ALL PAYMENTS ARE DUE PRIOR TO RECEIVING SERVICES.

### Late Pick Up Charges

There is a \$2.00 charge for every minute you are late. ***Our centers close at 6:30 p.m.*** Emergencies called in by telephone will be taken into account. When late, you will be required to sign and date the late pick up form. The late charge will need to be paid within 1 day. If parents are continually late in picking up their child, a conference will be held and suspension is possible until arrangements can be made to ensure the child is picked up by 6:30 p.m. (See page 7 of Parent Manual for more information).

# Child Care Policies and Procedures

*Continued*

## Payment Schedule

Payment Date	Before School	After School	Before & After	Kinder	Day Camp/ Holiday Camp
Wednesday, 8/19/09*	\$32.5	\$75	\$107.5	\$107.5	N/A
Monday, 8/31/09	\$65	\$150	\$215	\$215	N/A
Monday, 9/14/09	\$65	\$150	\$215	\$215	N/A
Monday, 9/28/09	\$65	\$150	\$215	\$215	N/A
Monday, 10/12/09	\$65	\$150	\$215	\$215	N/A
Monday, 10/26/09	\$65	\$150	\$215	\$215	N/A
Monday, 11/09/09	\$65	\$150	\$215	\$215	N/A
Monday, 11/23/09	\$65	\$150	\$215	\$215	N/A
Monday, 12/07/10	\$65	\$150	\$215	\$215	N/A
Wednesday, 12/16/10	N/A	N/A	N/A	N/A	\$115
Monday, 1/04/10	\$65	\$150	\$215	\$215	N/A
Tuesday, 1/19/10	\$65	\$150	\$215	\$215	N/A
Monday, 2/1/10	\$65	\$150	\$215	\$215	N/A
Tuesday, 2/16/10	\$65	\$150	\$215	\$215	N/A
Monday, 3/1/10	\$65	\$150	\$215	\$215	N/A
Monday, 3/15/10	\$65	\$150	\$215	\$215	N/A
Monday, 3/29/10	\$32.5	\$75	\$107.5	\$107.5	\$115
Monday, 4/12/10	\$65	\$150	\$215	\$215	N/A
Monday, 4/26/10	\$65	\$150	\$215	\$215	N/A
Monday, 5/10/10	\$65	\$150	\$215	\$215	N/A
Tuesday, 5/25/10	\$65	\$150	\$215	\$215	N/A
Monday, 6/7/10	\$32.5/\$65*	\$75/\$150*	\$107.5/\$215*	\$107.5/\$215*	\$115/NA*
Monday, 6/21/10	N/A	N/A	N/A	N/A	\$230

\* For one week

Payment on December 16, 2009, pays for 6 days of holiday camp.

\*\* Payment on March 29, 2010, is for one week of childcare.

If attending spring break, payment of \$115 is also due.

# Child Care Policies and Procedures

*Continued*

## **How Much Does YMCA Child Care Cost?**

- Fees vary depending upon your child's specific program (see fee schedule for more information).

## **What if I Can't Afford the Full Fee?**

The YMCA offers financial assistance to families in need. These funds are made available through contributions from generous corporations and individuals this is a limited program. (25% Maximum allowable scholarship) (Refer to page 20)

## **What Are the Days and Hours of Operation of the Child Care Program?**

6:30 a.m. until school starts, Monday - Friday

(Consolidated sites)

11:30 a.m. - 6:30 p.m., Monday - Friday

(Depending on school district)

## **What Benefits Does My Membership Offer?**

You will receive information and timely announcements of the many and varied programs our Y has to offer. You also will receive Member Rates that can save you Money. Membership is accepted association wide.

## **Winter and Spring Day Camps**

In addition, we offer day camps during winter and spring vacations, which also provide a full day's care.

## **Will Child Care Be Provided On School and Other Holidays?**

Our Child Care Program will operate a full day schedule on the following holidays: (Schedule and locations dependent on enrollment)

*Lincoln's Birthday*

*Presidents Day (Washington)*

*Veterans Day*

*All Teacher Trainings*

*Student Free Days*

*MLK*

Extended Hours For: (not covered on A.M. only)

*Short School Days*

*Early Dismissals*

# Child Care Policies and Procedures

*Continued*

The YMCA Child Care Program is **closed** in observance of the following holidays:

*Labor Day*  
*Thanksgiving Day*  
*Friday after Thanksgiving*  
*Christmas Day*  
*Christmas Eve and New Years Eve*  
*New Year's Day*  
*Memorial Day*  
*Independence Day (observed)*

## **Do my fees change for shortened weeks due to holidays?**

No adjustments in fees can be made for these holidays since the cost has been calculated into the fee schedule. **Please Note:** The YMCA follows the Traditional school year calendar. If your child attends private school, care transportation may not be provided for any holidays or vacations that are different than the above school calendars.

## **How Will Minimum Enrollments Affect Me?**

Probably not at all. We do anticipate a full AM and PM care program for grades K-8<sup>th</sup> at all sites. Because of related staffing needs, enrollment minimums are necessary before we can operate. It may be necessary at any time to combine two sites in order to operate. Prior notice of at least one week would be given.

**Enrollment minimums are also necessary for van drop offs or pick-ups at schools. A minimum of 5 children is required per route.**

## **Sign-In and Out (14 and Older) (Licensing no longer requires 18 and older as long as we have written permission)**

Whenever you bring or pick-up your child at the childcare site, you must go into the site and sign your child in or out. This is required by the laws and regulations governing licensed childcare. You must be at least 14 years of age to sign a child in and out. The staff uses these roll sheets to determine which children are at the site at any given time. We cannot be responsible for your child unless he/she is signed in and out. **A full signature is required for each child (no initials or only last names).**

## **Notices to Parents**

Each day when you sign your child out, please check for any new information or notices at the parent table. Also, check the bulletin board for any posters and notices.

# Child Care Policies and Procedures

*Continued*

## **Authorization to Pick-up Child**

Only persons that you authorized in writing may pick-up your child. Authorization by telephone is at the discretion of the Branch Executive. This is for your child's protection. The staff will question anyone who is unfamiliar to them and check for authorization to pick up a child. Anyone without proper authorization will be stopped from taking a child. If someone else is picking up your child, you can save him or her the trouble of being questioned if you notify the site director in writing. If custodial restraints are in effect you will need to provide us with a copy of the court order. Otherwise children will be released to the natural parent. Valid ID must be shown upon request for anyone picking up a child.

## **What Happens if I am Late Picking Up My Child?**

If a child is left after 6:30 p.m. the staff will attempt to contact the parents or other authorized persons listed to pick up the child. If no one is reached or is able to pick up the child within a short time, as mandated and instructed by the Department of Social Services, the police will be called. Please pick up your child by 6:30 p.m. and keep your emergency contact form up to date. If parents are continually late in picking up their child, a conference will be held and suspension is possible until arrangements can be made to ensure the child is picked up by 6:30 p.m.

## **Transportation To and From Schools**

Children in YMCA Child Care will be provided transportation to and from their schools to the childcare site. Rest assured that all children will be picked up as soon as possible after school. Proper supervision will be given whenever the waiting period after school will be more than 15 minutes. The pick-up location is the flagpole in front of each school. Children will be notified if the pick-up location is different. It is extremely important that your child go directly to the pick-up location after class.

## **NOTIFY THE YMCA...**

Notification must be made 2 hours prior to pick up time. After 2 failures to notify a suspension will be applied. If your child has extra curricular activities that will require a later pickup, you must give a 24 notice, with schedule of times, to the YMCA. The Transportation Coordinator must approve all schedules. Failure to notify the YMCA may result in your child not being picked up. If problem persists parent conference and permanent suspension may follow.

## **Transportation Note**

Section 1089: *Authority of Driver.* Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation..."

## **In Concern for the Children**

Please be aware that state law mandates that we report any suspected child abuse or neglect to the proper authorities. As stated in the Procedures for Prevention of Child Abuse in YMCA Programs: Every staff member has an absolute duty to report any suspicion; the child protective agency will determine the accuracy of the report.

# Child Care Policies and Procedures

*Continued*

All YMCA staff working directly with children are required to take training above their current education in child abuse prevention and positive discipline within the first 3 months of employment.

***As part of our policies on the protection of children, staff is not allowed to relate to members outside of YMCA programs. Please do not put staff in a difficult position by asking them to baby-sit.***

## **What Happens When My Child is Sick Or Will Be Absent?**

The San Gabriel Valley YMCA should be notified regarding the nature of the illness and, also, the day the illness first appeared when your child has a communicable disease.

Children in all YMCA Child Care Programs will play outdoors daily, weather permitting. A child who is too sick to go outside is too sick to be in a social situation with other children.

Any time the child will not attend the program, call our branch office between 6:30 a.m.-10:00 a.m. to notify the director of your child's absence. We need to know where your child is every day for his/her safety and accountability. ***It is very important that we be notified when your child will be absent. If we are not notified by the second absence you will be subject to suspension.***

## **What Happens If My Child Needs to Continue Taking Medication?**

Any medication, which needs to be administered, should:

1. Be brought directly to the site in its original container.
2. Have written instructions as per quantity, time to administer, any other directions and ***written clearance from a physician*** giving the YMCA permission to administer medication of any kind.
3. Be signed in on the medication log at the site.

Please notify a staff member and they will store the medication.

## **What Happens If My Child Becomes Ill at the Site?**

If a child becomes ill, he/she will be isolated from the other children. You will be contacted to come and pick up your child as our program is not set up to handle ill children. Please be sure you keep the YMCA office and the site informed of any changes in your work or emergency phone numbers. If you cannot be reached, we will contact someone on your authorization list.

## **When Can My Child Return to YMCA Child Care After an Illness?**

***Fever:*** If your child has a fever, he/she cannot attend childcare. If your child develops a fever at childcare, you will be called to pick up your child.

***Communicable Diseases (i.e. chicken pox, measles):*** Please let us know if your child contracts a communicable disease so that other parents may be informed. Your child may come back when cleared by a doctor. In the case of chicken pox, all of the spots must be dry.

***Lice:*** Please let us know when your child has/had lice so that other parents may be informed about the incidence of lice. If your child is found to have lice, you will be called to pick up your child since lice are highly transmittable. Before your child comes back his/her hair needs to be free of lice, as well as the eggs. Please thoroughly clean wherever your child puts his/her head -- car seats, sofas, towels, pillows, etc, to stop the infestation. We will also take steps to treat the site (rugs, mats, etc.).

# Child Care Policies and Procedures

*Continued*

## **What Happens If My Child Becomes Injured at the Site?**

If the injury is minor, such as a scraped knee, the staff will administer First Aid (i.e., wash injured area and use a Band-Aid), give TLC (tender loving care) and complete an ouch report to give to you when you pick up your child. If your child receives a more serious injury, the director or acting director will take whatever steps are necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to the following:

1. Attempt to contact a parent or guardian, to inform you and to give you the opportunity to take your child to a physician.
2. Attempt to contact you through any persons listed on the emergency information card you completed for us.
3. If we cannot contact you, or your child needs immediate attention, we will contact 911.

Our staff is not able to take your child to a hospital in their personal vehicles.

***Please keep your phone numbers up-to-date.***

## **What Are the Staff to Child Ratios?**

Each site has a site director and enough program leaders to maintain a ratio of twelve to fourteen children per staff person at each site.

## **What Are the Staff Qualifications?**

Site directors are selected using the following minimum qualifications: high school graduate, twenty-one years old, twelve units in early childhood education, education, recreation or related field *and* three units administration, experience in the child care field; pre-employment physical; T.B. test and fingerprinting (Live Scan) required and meets state licensing requirements. Program leaders (teachers and aides) are selected using the following criteria: A minimum of eighteen years old, experience working in the child care field; college courses in child development or recreation or willing to enroll; pre-employment physical; T.B. test and fingerprinting (Live Scan) required and meet state licensing requirements. All staff members need to be First Aid and CPR certified within 3 months of hire.

# Child Care Policies and Procedures

*Continued*

## Discipline and Parental Expectations

### YMCA Philosophy of Discipline

We feel that discipline plays an important role in helping a child develop socially, emotionally, physically and spiritually. It also is vital for his or her safety and physical well-being.

We feel that positive discipline is a form of love and builds self-esteem. Discipline ensures that each participant's experience at childcare will be positive. The aim of discipline should provide the child with an atmosphere of warmth and support, which includes clearly set guidelines. Minor discipline problems will be handled at the childcare site. If behavioral problems persist, we will contact the parent to discuss the situation. We hope to be able to work together with parents to solve discipline problems. *If behavior is not improved the child will be put on a behavior contract that could lead to expulsion.*

***If a child's behavior (such as habitual biting, hitting, pinching, or kicking) is unsafe or harmful to him/her or another, the parent will be notified to pick up his/her child (or have someone else pick up the child) within half an hour of the call. Failure to do this will result in cancellation. Some extreme behaviors may cause a child to be suspended the first time.***

Recurrent behavioral problems may result in a temporary or a permanent removal from the program. *The YMCA will set up an individual contract between the child, YMCA and the Parent before a child is removed for Minor infractions.* If a child has been removed from the program, an assessment can be made no sooner than one year after to determine whether the child can be returned to the program.

The YMCA Child Care Program is designed for children who can function in a recreation setting at a 1:14 ratio.

Your help in keeping us informed on significant changes or events in your child's life that might impact his/her behavior would be appreciated. Please keep your emergency phone numbers and information up to date.

Feel free to ask for a conference with the director. We welcome this time for joint learning that can benefit your child, you, and our childcare program.

- 1. Please read calendars, newsletters and other important information that is given to you at the child care site.***
2. Keep us informed about changes going on in your child's life that might affect his/her behavior.
3. Let us keep you informed of your child's progress, on both good and bad days.
4. Feel free to make an appointment with your child's counselor, site director, or both, to discuss any issues.
5. Give us suggestions of effective means of controlling your child's negative behavior.
6. Help us praise your child for a job well done.
7. Don't feel alone; we're here to help. If you're having a difficult time as a parent, please talk to the director or site supervisor.

# Child Care Policies and Procedures

*continued*

## **Improper Behavior by Parent to YMCA Staff**

Any abrasive behavior by a parent displayed towards any YMCA staff member may result in suspension or cancellation of care. If something is unsatisfactory, please speak with the site director or program director.

*Parents may not discipline children who are not their own at the childcare site.*

## **Safety Around the Site**

Please drive slowly in and out of all school parking areas.

Please be aware when backing up since it is hard to see small children.

Do not double park and be courteous to our neighbors.

Do not leave children unattended in cars.

Note: Handicapped parking is for the members who need it.

## **Earthquake Preparedness**

### **Earthquake Kits**

As part of our safety and risk management plan, each child in YMCA Child Care **is required** to have an earthquake kit. As much as we hope an earthquake doesn't happen, we want to be prepared if it does. YMCA Child Care will store your child's individual kit and return it to you at the end of the school year. Each September the earthquake kit will need to be replaced by the child's parent. If you leave before June, please remember to ask for your kit to be returned to you. To maintain freshness of the food supplies, parents of Year Round YMCA Child Care participants should replace contents in kits every August. You may purchase your kit from your Site Director.

Earthquake kits are required to have an emergency information sheet as well as the articles on the following list. These items should be put into a large Ziploc bag with your child's name on it. Every child in our program must have a kit within two weeks of their starting date. We would appreciate your cooperation in returning the kit as soon as possible. Thank you for your help and understanding in making YMCA Child Care site a safe place.

# Child Care Policies and Procedures

*continued*

Include the Emergency Information Sheet, on the facing page, in your child's Earthquake Kit.

## **Earthquake Kit Should Contain:**

- Emergency Information Card
- 2 high fiber bars
- 4 small bottles of water
- 2 small packages of raisins, nuts or trail mix
- 2 small cans of tuna, Vienna sausage or other protein source
- 1 Mylar blanket (available at R.E.I. or most sporting goods stores)
- 1 small First Aid Kit
- A picture of the child's family
- Medication supply for two days (only if necessary)
- 1 small pack of wet wipes
- 1 small toy, book, etc.
- A short note of encouragement to your child.

## **State Licensing:**

At any time, without notice State Licensing has the right to visit and speak with all children, Parents and Staff. They also have the right to review all Files.

## For Earthquake Kit

<b>Emergency Information Sheet</b>	
My Name Is:	Phone: ( )
Address:	
City:	Zip Code:
<b>In Case of Emergency Contact:</b>	
Name:	Phone: ( )
Out of State Name:	Out of State Phone: ( )

-----*Fold Here*-----

Special Medical Problems:	
Known Drug Allergies:	
Family Doctor:	Phone: ( )

# The YMCA Child Care Program

## Program Highlights

### Nutritious Snacks

The YMCA Child Care Program serves a snack during the afternoon program. A monthly snack schedule is posted at your childcare site. Note: An AM snack time is provided for those who bring one.

The snacks we serve consist of servings from two food groups (either the fruit/vegetable, bread, Dairy or protein groups). However, at times we may additionally serve special snacks, i.e. cupcakes on birthday party days.

Please notify your site director if your child has any dietary needs and, in these cases, you may arrange with your site director to send a snack from home for your child.

Some kindergartners need to bring a sack lunch with a drink to eat at the program. **On All Day Care, all children need to bring a lunch.**

### Age Appropriate Activities

Within their groups children do age appropriate activities that are progressive from group to group. Once children reach the 3<sup>rd</sup> / 4th grade they are doing “older youth” activities with their own calendar of challenging activities

### Homework Time

A quiet supervised environment will be provided daily for children to begin their homework. Note: we encourage all children do their homework at this time. Not all the children will complete their homework during this time. Children will receive assistance, but it's the parent's responsibility to check the accuracy and the completeness of their child's work.

### Character Development/Group Time

YMCA Child Care operates on the principles of group work. Children are placed in age appropriate groups with a qualified program leader. Within their small groups, children build positive character development. We follow the Character Counts! Curriculum. The values are:

*Respect*  
*Responsibility*  
*Honesty*  
*Caring*

### Physical Fitness

The YMCA will offer a youth fitness program two to three times per week. This is to help develop fine and large motor skills, and to develop an awareness of living a healthy lifestyle.

# The YMCA Child Care Program

*continued*

## **Lunch**

On all full childcare days parents must provide a sack lunch daily for their children. We strongly recommend that you do not provide any sweets or overly processed foods. Here is a list of foods that we feel would provide your child with a nutritious lunch. Refrigeration of food is not provided at the sites.

### **MICROWAVEABLE FOODS ARE NOT ALLOWED**

- Fresh fruit, sliced, such as apples, pears, peaches, oranges, pineapple, etc.
- Raw vegetables, such as carrots, celery, green beans, cucumber, zucchini (you might want to provide a small container of dip for these).
- Dried fruits and nuts, such as raisins, prunes, dates, figs or other dried fruit, peanuts, cashews, etc. (Unsalted).
- Sandwich fillings such as cheese, cold cuts, hard boiled eggs, tuna fish, peanut butter, etc.
- Homemade sweets such as granola bars, sweet bread (muffins, banana bread or nut bread).
- Avoid the empty-calorie foods such as sugar laden cereal, heavily sweetened canned fruits and puddings, store bought cookies, cakes, candy, chips and soda. We recommend fruit juice or milk.

## **Clothing**

If you would like your child to change into play clothes when he/she arrives at the site, please send a change of clothes in a bag. They can use these for the week and change back into their good clothes before they come home each day. We will not limit a child's activities due to their type of clothing. Your child needs to wear closed toed shoes or tennis shoes, while in our program.

***Please mark all belongings.*** It is very easy for an enormous "lost and found" to be built up with clothes that are unmarked and all but impossible to know to whom they belong. Lost belongings are donated to a charitable organization after 30 days.

## **Personal Belongings**

Children are prohibited from bringing electronics (MP3 Players, Handheld Games etc.) to the YMCA. These items may be confiscated and held by the YMCA until the parent picks them up. The YMCA assumes no responsibility for items lost, stolen or broken while your child is at the YMCA site and/or programs run by the YMCA. Cell phones are not to be used by children at the YMCA.

## **Parental/Member Involvement**

It is very clear, when you read the early history of the Young Men's Christian Association, that everything that happened--every success, including its phenomenal growth--was due to the involvement, hard work, dedication, and commitment of the lay members (volunteers). Throughout our history, there are countless stories of lay people who stepped forward and accepted the mantle of leadership to move the Association forward. In most cases their outstanding service and commitment was the result of their long-term involvement as YMCA members and the education they received while performing in a variety of program and leadership assignments. The YMCA has a successful history of growing its own leadership, both volunteers and professional staff.

# The YMCA Child Care Program

*continued*

In his book *As I Lived It*, An Autobiographical History of the YMCA of Los Angeles, Harold Wagner identifies some messages he believes were crucial to the growth and success of the Association. He puts these in a final chapter, which he calls For the Present and the Future.

Message One: “The Young Men’s Christian Association, in its founding and at its best ever since, has been a membership organization; that is, an association of people of good will and common purpose who voluntarily band themselves together to render a service in the community.”

Message Two: “An active and committed body of volunteer leaders is essential to a vital, growing YMCA.”

Message Three: “YMCA leadership and management are at their best when lay and professional leaders work together as partners.”

Message Four: “The YMCA’s fellowship and organization are developed best and its purposes achieved most effectively by programs which involve people in a continuing relationship in contrast to those where specific short term services are sold on an a la carte basis.”

YMCA member involvement is not something that has been “added on” or “invented” to make the YMCA uniquely different from other organizations, although it certainly does--it is the central essence of the Association. It must be preserved as programs change to address new and different community needs. YMCA members must be fully involved in the planning, delivery, support, and evaluation of their own programs. By conscious planning, larger and larger numbers of members must be moved into a development process--the result of which will be stronger commitment and feelings of ownership on their part, making them co-producers and co-owners of their YMCA.

## How Do We Describe a YMCA Co-Producer & Co-Owner?

- ◆ A member whose contact with the Y has become more frequent and intense over a period of continued involvement
- ◆ A member who has developed strong friendships among other fellow members and staff
- ◆ A member who has been purposefully nurtured and developed by staff and volunteers
- ◆ A member who has taken increasing responsibility for the quality of his/her own YMCA experience by participating in the governance of his/her program
- ◆ A member who has gained personally from his/her YMCA involvement and wants to share this benefit with others by volunteering outside of his/her own program
- ◆ A member who has accepted responsibility for the overall health and well being of the YMCA, beyond his/her own participation and benefit
- ◆ A member who regularly participates in the decision making process with respect to YMCA program and policy
- ◆ A member who understands and can articulate, in his/her own words, the Mission of our YMCA
- ◆ A member who is aware and proud of the positive impact he/she is having
- ◆ A member who participates, as volunteer staff, in the delivery of YMCA programs or services
- ◆ A member who participates in the financial support of the YMCA by making personal contributions and by working with others to raise funds
- ◆ A member who serves on policy development committees or the board of directors

- ◆ A member who wants the YMCA to be there for future generations, and has acted to assure that it will, by personally making and/or obtaining major financial gifts or commitments to planned giving.

## The YMCA Child Care Program

*continued*

### The Parent Advisory Council (P.A.C.)

#### Parent Meetings

Because the YMCA is an association of participating members, the program participants have a lot to say about what is done in the program and how it is done. We like to work together on these things.

In the world of child care programs, the YMCA is one of the few that actively solicits and uses parent involvement in the design and delivery of the program itself.

The YMCA recognizes that your time with your child is made all the more precious because you must rely on child care. Parent involvement is one way we can work at enriching the quality of the child's (and the family's) experience.

Parent and family involvement is something to which the YMCA is deeply concerned. It's not only a case of "many hands making light work" and "two heads are better than one," but a strong belief in those things which ensure a positive and enriching experience for children.

What we aim to provide through the *Parent Advisory Council (PAC)* are opportunities for *enrichment* for you and your child. We hope you'll take advantage of these and enjoy your participation to the fullest!

*Look for meeting dates and times at the child care site.*

**Besides PAC**, the YMCA provides many other ways to be involved with child care, such as the following opportunities:

- ◆ Visit nearby sites for program quality review
- ◆ Meet and greet other parents when they fill out survey forms
- ◆ Help plan, coordinate and recruit volunteers for events including family nights, camp sign-up day, etc.
- ◆ Read stories
- ◆ Attend and help supervise children on field trips
- ◆ Help plan and attend overnights
- ◆ Help children with homework
- ◆ Be a guest speaker, talk about your profession and recruit others
- ◆ Help acquire computers and train children and staff in computer skills
- ◆ Volunteer to help as teacher's aide
- ◆ Share special activities and skills with children
- ◆ Assist site director with interviewing potential staff and volunteers
- ◆ Help recruit staff and volunteers
- ◆ Work with other parents to organize coop baby sitting service
- ◆ Help with site repairs, indoor and outdoor
- ◆ Organize work parties at site
- ◆ Works with staff to organize special events for the children during camp
- ◆ Plan a "welcome to day camp" event at the start of camp
- ◆ Plan a "summer end" celebration at the end of camp
- ◆ Plans family events
- ◆ During the summer camp call parents to ask how camp is doing
- ◆ Calls last years campers prior to camp sign-up day
- ◆ Calls last years campers who have not signed up for camp

- ◆ Plans an on-going presentation for camp sign-up day to inspire children and parents about camp

# The YMCA Child Care Program

*continued*

## Who to Contact When You...

### **Have Any Concerns About the Program/Site**

First, please contact the site director about any concerns you may have about the program or the site.

### **Have Schedule Changes**

First, please contact the site director about any concerns you may have about the program or the site.

### **Have Fee Questions**

Our front line staff (Front Desk) stands ready to help

### **Have a Concern About a Child**

See your Site Director.

### **Have a Concern About the Activities**

See your Site Director.

### **Have a Concern About a Program Leader**

See your Site Director.

### **Have a Concern About a Site Director**

Call your Childcare or Program Director

Covina and West Covina (626) 890-2193 or email [jjdiazceja@sgvymca.org](mailto:jjdiazceja@sgvymca.org)

Puente Hills (626) 961-3480 or email [jjdiazceja@sgvymca.org](mailto:jjdiazceja@sgvymca.org)

Azusa (626) 815-9415 or email [cibarra@sgvymca.org](mailto:cibarra@sgvymca.org)

### **Have a Concern About a Childcare or Program Director**

Call your Program Director or CEO

Covina and West Covina J.Jesus Diaz-Ceja (626) 890-2116 or email [jjdiazceja@sgvymca.org](mailto:jjdiazceja@sgvymca.org)

Craig Cerro (626) 339-6221 or email [ccerro@sgvymca.org](mailto:ccerro@sgvymca.org)

Puente Hills Craig Cerro (626) 339-6221 or email [ccerro@sgvymca.org](mailto:ccerro@sgvymca.org)

Azusa Craig Cerro(626) 339-6221 or email [ccerro@sgvymca.org](mailto:ccerro@sgvymca.org)

Corporate Office Number is (626) 339-6221

# Programs for You & Your Family

## YMCA Programs Offer Something for Everyone in Your Family

Your local YMCA offers a wide range of program service for young people and adults. Listed here are many of our current program offerings.

### Preschool

Full day Preschool / Half Day  
Swim Lessons  
Family Events  
Biddy Sports

### Elementary School

Before and After School Child Care  
Summer Day Camps  
Summer Sports Camps  
Swim Lessons  
Summer Residence Camp  
Parent/Child Programs

(Y-Guides: Kindergarten through second grade children and their parents form small tribes with 5-8 parent-child pairs. Tribes meet twice monthly and have occasional outings, campouts, and special events. A special time for parents and their children)

### Junior High School

Junior Leader Programs  
Summer Residence Camp  
Summer Caravans  
Model United Nations

### Aquatics

People of all ages may enjoy swimming lessons based upon the National YMCA Progressive Aquatics program. Water exercise offers many individuals the opportunity to get a non-impact aerobic workout in shallow water. The therapeutic gains achieved by participants in the Twinges in the Hinges program offer relief from arthritic pain.

### Annual Support Campaign

Every March is when we conduct our campaign to raise contributions to help our programs that are subsidized. Our Child Care Programs receive 25% of our annual campaign contributions. Volunteers with staff support carry out this campaign.

### High School

Counselor-in-Training Programs  
Leader-in-Training Programs  
Summer Resident Camp  
Youth and Government

# Programs for You & Your Family

*Continued*

## **Family Camps**

Camp Elk

## **Leadership Development**

The YMCA *is* volunteer leadership. Special programs in this area are available throughout the year including the Counselor-in-Training (CIT's) Program.

## **Summer**

The YMCA offers day camps, academic camp, sport camps and residence camps for participants in grades kindergarten through college, plus families and seniors. Day camping for grades K-6 and junior high is available all summer vacation, with extended care options offered.

## **Youth Sports**

Basketball

Biddy Sports

# Acceptance of Policies & Procedures

I have received a copy of the San Gabriel Valley YMCA's Child Care Parent Manual regarding the policies, procedures, and the financial policy.

I have read and understand these policies. I understand that failure to abide by all policies can result in termination of child care.

Signature of Parent:	Date:
Child's Name:	
Child's Name:	YMCA Child Care Site: